



## छत्तीसगढ़ भू-संपदा विनियामक प्राधिकरण (रेरा)

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क्रमांक-15/रेरा/2018/365

रायपुर, दिनांक 28/07/2018

// परिपत्र //

विषय :- प्रोजेक्ट रजिस्ट्रेशन हेतु समस्त दस्तावेज ऑनलाईन अपलोड करने के संबंध में।

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रियल एस्टेट प्रोजेक्ट्स रजिस्ट्रेशन हेतु प्राधिकरण द्वारा अपने परिपत्र क्रमांक-3, दिनांक 28.03.2018 के माध्यम से विस्तृत दिशा-निर्देश जारी किए गए थे। जिसमें रियल एस्टेट प्रोजेक्ट्स रजिस्ट्रेशन हेतु ऑनलाईन आवेदन के साथ दस्तावेजों की हार्डकॉपी प्रस्तुत करने के निर्देश दिए गए थे।

प्राधिकरण द्वारा रजिस्ट्रेशन हेतु नियत समयावधि के भीतर अधिकांश प्रमोटर्स द्वारा ऑनलाईन आवेदन के स्थान पर केवल हार्डकॉपी में ही आवेदन प्रस्तुत किए गए। इसके अलावा कुछ प्रमोटर्स द्वारा दस्तावेजों की सॉफ्टकॉपी अपलोड किए बिना ऑनलाईन आवेदन किए गए। अतः ऐसे समस्त प्रमोटर्स को निर्देशित किया जाता है कि अपने लॉगिन आई. डी. व पासवर्ड के माध्यम से समस्त दस्तावेजों की सॉफ्टकॉपी प्राधिकरण के वेबपोर्टल <https://rera.cgstate.gov.in/> पर दिनांक 20 अगस्त, 2018 तक अपलोड करना सुनिश्चित करें। प्रमोटर्स की सुविधा के दृष्टिकोण से दस्तावेजों की सॉफ्टकॉपी वेबपोर्टल पर अपलोड करने की प्रक्रिया परिपत्र के साथ संलग्न Flow chart में प्रदर्शित की गई है।


वेबपोर्टल पर अपलोड किए जाने वाले दस्तावेज PDF Format व फोटोग्राफ्स JPG Format में होंगे। इन दस्तावेजों की सॉफ्टकॉपी के संबंध में यह सावधानी बरती जाए कि PDF फाइलों का आकार अनावश्यक रूप से अधिक न हो। साथ ही इस बात का विशेष ध्यान रखा जाए कि सॉफ्टकॉपी के रूप में वेबपोर्टल पर दस्तावेजों की वही प्रतियाँ अपलोड की जाएँ, जो प्राधिकरण के समक्ष हार्डकॉपी में प्रस्तुत की गई हैं।

संलग्न-उपरोक्तानुसार।

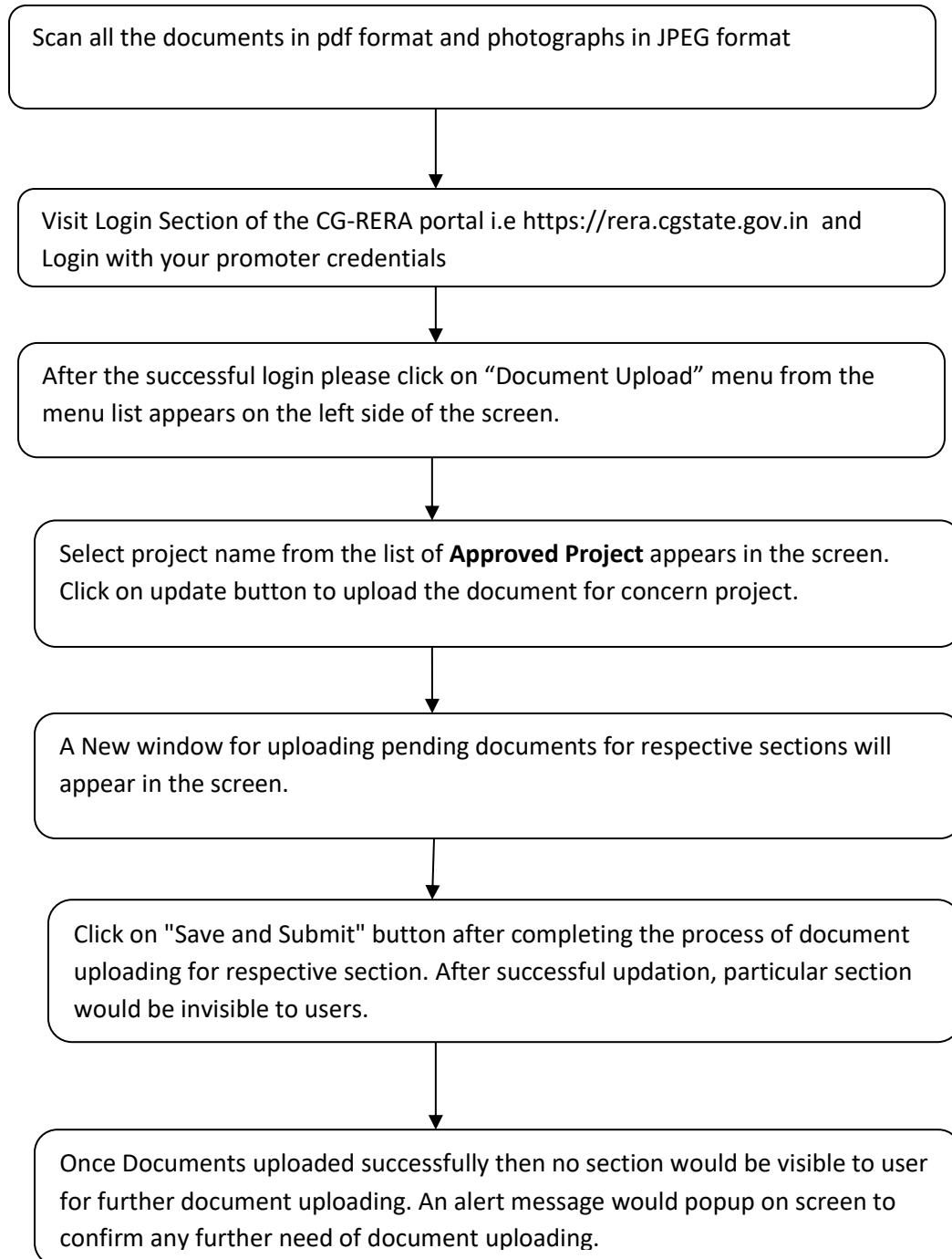
(मान. अध्यक्ष महोदय द्वारा अनुमोदित)

  
(अजय कुमार अग्रवाल)

रजिस्ट्रार

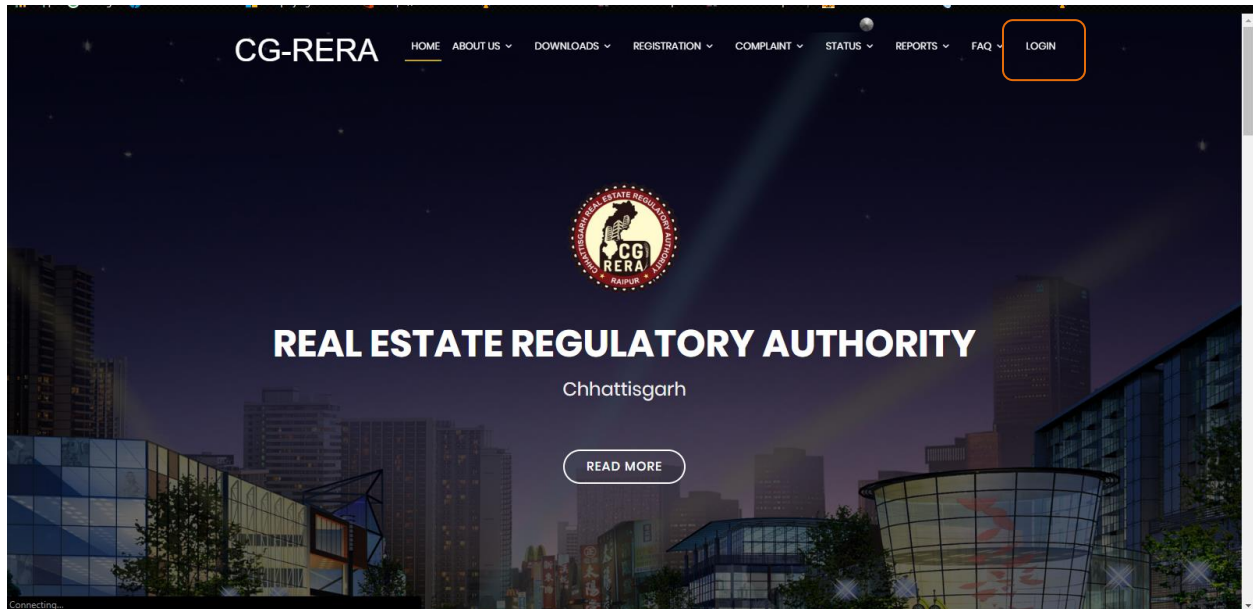
 छत्तीसगढ़ भू-संपदा विनियामक प्राधिकरण  
रायपुर.

## Process Flow for Uploading Documents in CG-RERA Portal

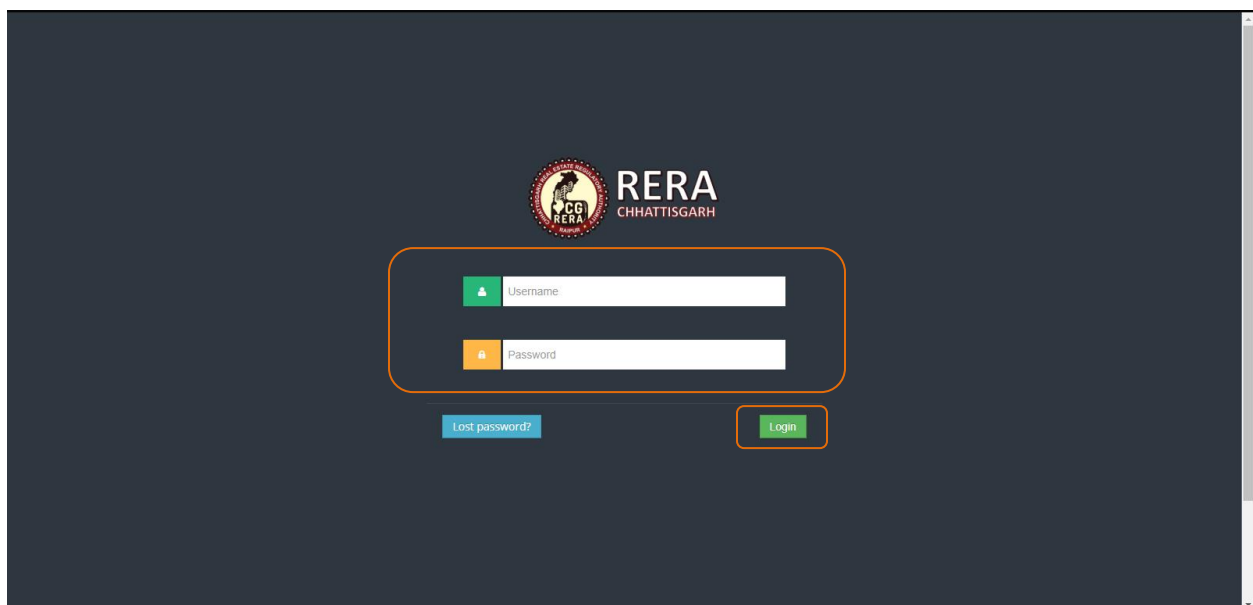


## Process Flow for Uploading Documents in CG-RERA Portal

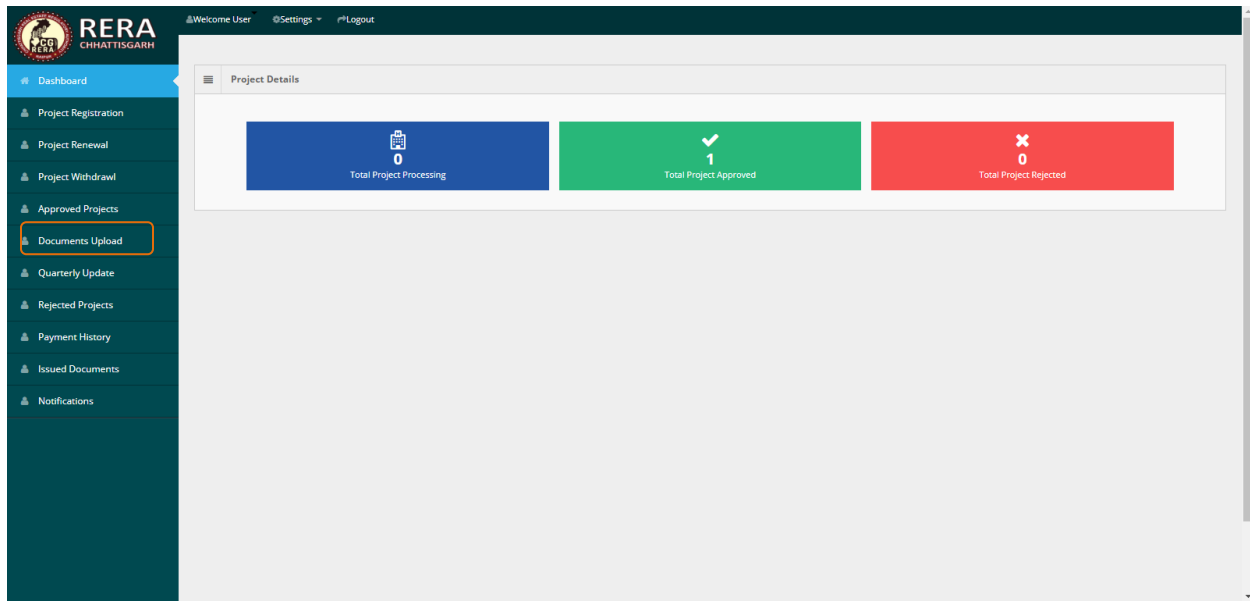
Visit Login Section of the CG-RERA portal i.e <https://rera.cgstate.gov.in>



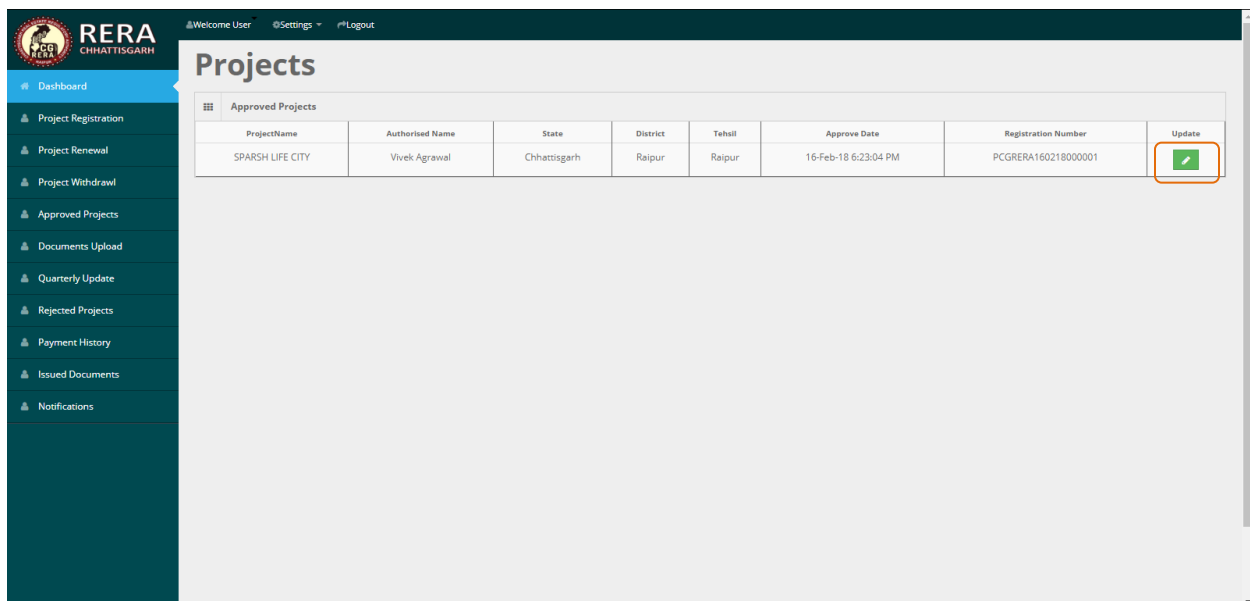
Login with your promoter credentials



After the successful login please click on “Document Upload” menu from the menu list appears on the left side of the screen.



Select project name from the list of Approved Project appears in the screen. Click on update button to upload the document for concern project.



A New window for uploading pending documents for respective sections will appear in the screen.

<b>Promoter Documents(Please Upload the file in .jpg , .jpeg and .pdf extension only.)</b>			
File PAN (Firm or Individual) <b>Choose File</b> No file chosen	Remark PAN REMARK PAN		
File Aadhar (Director or Proprietor) <b>Choose File</b> No file chosen	Remark Aadhar REMARK AADHAR		
File Photograph (Proprietor or Individual)	Remark Photograph REMARK PHOTOGRAPH		
<b>Save &amp; Submit</b>			
<b>Authorized Person Details(Please Upload the file in .jpg , .jpeg and .pdf extension only.)</b>			
Photograph <b>Choose File</b> No file chosen	Aadhar Copy <b>Choose File</b> No file chosen	Consent Letter <b>Choose File</b> No file chosen	
<b>Save &amp; Submit</b>			
<b>Segment Specific(Please Upload the file in .jpg , .jpeg and .pdf extension only.)</b>			
File PAN * <b>Choose File</b> No file chosen	Remark PAN 	Registration Certificate * <b>Choose File</b> No file chosen	Remark Registration Certificate 
Income Tax Return <b>Choose File</b> No file chosen	Remark Income Tax Return 	Fee Calculation Sheet * <b>Choose File</b> No file chosen	Remark Fee Calculation Sheet 
Audited Balance Sheet <b>Choose File</b> No file chosen	Remark Audited Balance Sheet 	Bank Account PassBook Front Page * <b>Choose File</b> No file chosen	Remark Bank Account PassBook Front Page 
<b>Save &amp; Submit</b>			
<b>Land Documents(Please Upload the file in .jpg , .jpeg and .pdf extension only.)</b>			
Land Ownership Documents* <b>Choose File</b> No file chosen	Remark Land Ownership Documents 	Encumbrances on Land/Non-Encumbrances <b>Choose File</b> No file chosen	Remark Encumbrances on Land/Non-Encumbrances Certificate 
Consent Of Land Owner* <b>Choose File</b> No file chosen	Remark Consent Of Land Owner 	Search Report* <b>Choose File</b> No file chosen	Remark Search Report 
<b>Save &amp; Submit</b>			
<b>Approval From Competent Authorities(Please Upload the file in .jpg , .jpeg and .pdf extension only.)</b>			
Application Of Town And Country Planning* <b>Choose File</b> No file chosen	Remark App Of Town & Country Planning 	Nazul clearance in case of Nazul Area <b>Choose File</b> No file chosen	Remark Nazul clearance in case of Nazul 
Sanction Layout Plan * <b>Choose File</b> No file chosen	Remark Sanction Layout Plan 	Enviornment Clearance <b>Choose File</b> No file chosen	Remark Enviornment Clearance 
Sanction Building Plan <b>Choose File</b> No file chosen	Remark Sanction Building Plan 	Modified Layout Plan <b>Choose File</b> No file chosen	Remark Modified Layout Plan 
Building Permission from local Authority <b>Choose File</b> No file chosen	Remark Building Permission 	Development Permission from competent authorities <b>Choose File</b> No file chosen	Remark Development Permission from competent authorities 
<b>Save &amp; Submit</b>			
<b>Project Specific(Please Upload the file in .jpg , .jpeg and .pdf extension only.)</b>			
Project Specifications* <b>Choose File</b> No file chosen	Remark Project Specifications 	Stilt/Basement Parking <b>Choose File</b> No file chosen	Remark Stilt/Basement Parking 
Apartment Details <b>Choose File</b> No file chosen	Remark Apartment Details 	Open Parking <b>Choose File</b> No file chosen	Remark Open Parking 
Garage Details <b>Choose File</b> No file chosen	Remark Garage Details 	Common Area & Facilities <b>Choose File</b> No file chosen	Remark Common Area & Facilities 
Brief Details of Current Project along with Stilt and Cover Parking Details (ANNEX-11)* <b>Choose File</b> No file chosen	Remark Brief Details of Current Project along with Stilt and Cover Parking Details 	<b>Save &amp; Submit</b>	
<b>Miscellaneous(Please Upload the file in .jpg , .jpeg and .pdf extension only.)</b>			
Agent Details <b>Choose File</b> No file chosen	Remark Agent Details 	Development Work Plan <b>Choose File</b> No file chosen	Remark Development Work Plan 
Development Team Details* <b>Choose File</b> No file chosen	Remark Development Team Details 	<b>Save &amp; Submit</b>	
<b>Acts &amp; Rules(Please Upload the file in .jpg , .jpeg and .pdf extension only.)</b>			
Draft Agreement* <b>Choose File</b> No file chosen	Remark Draft Agreement 	Engineer Certificate* <b>Choose File</b> No file chosen	Remark Engineer Certificate 
Affidavit Cum Declaration* <b>Choose File</b> No file chosen	Remark Affidavit Cum Declaration 	CA Certificate <b>Choose File</b> No file chosen	Remark CA Certificate 
CA Certificate* <b>Choose File</b> No file chosen	Remark CA Certificate 	Self Declaration by the Promoter for those documents which are not applicable (ANNEX-07)* <b>Choose File</b> No file chosen	Remark Self Declaration by the Promoter for those documents which are not applicable 
Undertaking by the Promoter for pending documents (ANNEX-08)* <b>Choose File</b> No file chosen	Remark Undertaking by the Promoter for pending documents 	<b>Save &amp; Submit</b>	

## Mandatory Documents for upload marking with \*

The screenshot displays the 'Acts & Rules' section of the RERA Chhattisgarh portal. It contains several document upload fields, each with a 'Choose File' button and a 'No file chosen' status. The fields are organized into two columns. The left column includes 'Agent Details', 'Development Team Details', 'Draft Agreement\*', 'Affidavit Cum Declaration\*', 'CA Certificate\*', and 'Undertaking by the Promoter for pending documents (ANNEX-08)\*'. The right column includes 'Remark Agent Details', 'Remark Development Team Details', 'Remark Draft Agreement', 'Remark Affidavit Cum Declaration', 'Remark CA Certificate', 'Remark Undertaking by the Promoter for pending documents', 'Engineer Certificate\*', 'CA Certificate', and 'Remark Self Declaration by the Promoter for those documents which are not applicable (ANNEX-07)\*'. A green 'Save & Submit' button is located at the bottom right of the section. A red banner at the top of the section reads 'Please Upload the file in .jpg, .jpeg and .pdf extension only.'.

Click on "Save and Submit" button after completing the process of document uploading for respective section. After successful updation, particular section would be invisible to users. on every successful upload a confirmation message appear.

The screenshot shows the RERA Chhattisgarh portal after a successful upload. A confirmation message box is displayed at the top, stating 'Act & Rules Specific Files Successfully Uploaded' with an 'OK' button. Below the message, the 'Promoter Documents' section is visible, containing fields for 'File PAN (Firm or Individual)', 'File Aadhar (Director or Proprietor)', and 'File Photograph (Proprietor or Individual)'. Each field has a 'Choose File' button and a 'No file chosen' status. To the right of these fields are 'Remark' fields for 'PAN', 'Aadhar', and 'Photograph'. A green 'Save & Submit' button is located at the bottom right of the section. A red banner at the top of the section reads 'Please Upload the file in .jpg, .jpeg and .pdf extension only.'.

Once Documents uploaded successfully then no section would be visible to user for further document uploading. An alert message would popup on screen to confirm any further need of document uploading

